

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 31-101

10 December 1997

Security

**SAFEGUARDING FIREARMS AND
MUNITIONS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Physical Security* and sets up the rules and responsibilities for safeguarding firearms, ammunition, and explosives processed by AMARC. It applies to personnel of the Aircraft Management (LA) and Logistics (LG) Directorates who process this material through FV2373 and FV2374 (Navy) accountability, or otherwise handle or move firearms or explosive items. Positive control of these items will be kept at all times.

SUMMARY OF REVISION

Deletes all references to shipping munitions via air; annotates superseded references; deletes references to munitions in the SBSS system and Storage Account.

1. General. For AMARC, firearms are those low risk weapons directed by the current Interservice Support Agreement (ISA).

1.1. Weapons removed from aircraft will be stored in a facility meeting the requirements of AFI 31-209, *The Air Force Resource Protection Program*.

1.2. In addition to normal documentation needed to process supplies, an extra set of DD Forms 1348-1A, DoD Single Line Item Release/Receipt Document, will be used for transfers of weapons between AMARC activities.

1.3. Any shortage of weapons will be reported immediately to the Munitions Accountable Systems Officer (MASO), Comptroller Directorate (FM), and Security (CCS), who will immediately notify, by telephone, the 355th Security Forces Squadron, Superintendent, Law Enforcement (355 SFS/SFOL), in accordance with (IAW) AFI 31-209/Base Supplement 1. A DD Form 200, Financial Liability Investigation of Property Loss, will be prepared and submitted through CCS for coordination.

1.4. Weapons will not be transported to or from AMARC without notifying the Process In Division (LAI), Process In Support Branch (LAIA), Job Control, who will notify the 355 SFS/SFOL giving number of weapons being transported. The 355SFS/SFOL will again be notified after arrival at destination. IAW AFI 31-209, a minimum of two authorized personnel will keep surveillance over weapons when in transit.

2. Firearms And Weapons:

2.1. Responsibilities:

2.1.1. Personnel are responsible for safeguarding firearms and weapons to the extent shown below:

2.1.1.1. If a facility is found insecure, do not touch anything. Contact the building manager or alternate using the posted number and the 355SFS/SFOL.

2.1.1.2. If a robbery occurs during duty hours or if confronted by an armed robber or person claiming to have a weapon, explosive device or similar instrument, take the following action:

2.1.1.2.1. Offer no resistance. Avoid any action that might increase danger to yourself or others; comply with the demands of the robber/intruder.

2.1.1.2.2. Activate the robbery alarm system (if such activation can be accomplished safely).

2.1.1.2.3. Give the robber no more money than demanded.

2.1.1.3. Observe the robber's physical features, voice, accent, mannerisms, dress, type of weapon and other characteristics that would be useful for identification and enter on AF Form 439, Robbery Checklist (attachment 1).

2.1.1.4. If the robber leaves evidence (such as a note), it should received minimum handling to preserve finger prints. Refrain from touching or allowing others to touch or handle any item or article the robber has touched. Secure the crime scene.

2.1.1.5. If possible, observe the direction of the robber's escape and the license number, color and make of any vehicle used. After suspect has departed and it is safe to do so, call 355 SFS/SFOL and the 355 SFS/SPOL, Crime Stop, ext 4444 and the LAIA, Job Control, ext 8777.

2.1.2. While awaiting the arrival of the security forces, obtain or have the facility manager obtain the full name, rank, social security number, unit or address of all witnesses and give the information to the security forces. Write down facts pertaining to the incident on an AF Form 439.

2.1.3. Upon their arrival, provide Security Police personnel with any assistance they require.

2.2. LA will comply with provisions of this publication when making turn-in to LG, and will only be responsible for contacting CCS and LAIA, Job Control.

2.3. Specialist Support Division (LAS) and Receiving Branch (LAIR), will transport survival equipment, which are not part of the ejection seat, to the Egress/Armament Branch (LASG), Bldg 7440, for processing IAW AMARCI 21-119, *Receipt/Processing-In Aerospace Vehicles and Related Storage Assets*.

2.4. LASG will inspect and condition code.

2.5. Guns arriving at AMARC by commercial freight should be accompanied by an AF Form 1907, Signature and Tally Record.

2.6. The Logistics Support Division (LGL), Packaging Branch (LGLP) will:

2.6.1. Receipt for the property, and conduct required inspections.

2.6.2. For weapons less than .50 caliber, contact the 355th Equipment Maintenance Squadron (355 EMS/LGMWHB/C) and obtain authorization to store the weapons at Site 5.

2.6.3. Procedures:

2.6.3.1. Turn-Ins:

2.6.3.1.1. The activity making the turn-in will make up the DD Form 1348-1A for use as a hand receipt.

2.6.3.1.2. LGLP will ensure qualified personnel representing inspection, receiving, and storage operations are available to receipt for and properly warehouse the property.

2.6.3.2. LGLP personnel and the turn-in activity will jointly verify the serial numbers reflected on the DD Form 1348-1 hand receipt. If there is a discrepancy, on-the-spot corrective action will be taken. Unit packages will be opened to verify the serial number and condition of contents. LGLP will start immediate action to coordinate to have the property repackaged.

2.6.4. Shipments:

2.6.4.1. LGL will prepare the input to generate shipping documents. An extra set of DD Forms 1348-1A will be generated by the computer to be used for hand receipts within AMARC.

2.6.4.2. LGLP and the Woodmill Branch (LGLW), as applicable, will jointly inventory and inspect items to be shipped. The LGLW or LGLP representatives, as applicable, will receipt for the weapons by signing one copy of the DD Form 1348-1 hand receipt.

2.6.4.3. LGLP/LGLW will coordinate with LGL and 355th Transportation Squadron (355 TRNS/LGTT) to decide the mode of shipment and package of items.

2.6.4.3.1. Items will be packaged IAW applicable special packaging instructions and will be consolidated in a minimum number of containers not outside of the 463L system. When possible, containers will be sealed and of such size and weight that one individual could not handle the container without special equipment.

2.6.4.3.2. After completion of the packaging, LGLP or LGLW, as applicable, will give copies of the DD Forms 1348-1A (voucher copy plus four carbons) to LGL for preparation of labels.

2.6.4.3.3. 355 TRNS/LGTT will receipt for the weapons from LGLP/LGLW by signing one copy of DD Form 1348-1A hand receipt.

2.6.4.3.4. 355 TRNS/LGTT will prepare and use DD Form 1907, and 3 copies of the DD Form 1348-1 in processing shipment for onward movement.

2.6.4.3.5. Weapons will be shipped using Signature Security Service (SSS) or Protective Security Service (PSS). All requests to the Military Traffic Management Command for

route order will specify "Security Service" as indicated in AFI 24-201, *Cargo Movement*. When possible, weapons will be consolidated into containers of such size and weight that they can be handled only by materials handling equipment. Pack-aged firearms shipments of 1,000 pounds or more may be transported in CONEX, MIL-VANS, or commercial SEAVAN containers with security seal applied for shipments from source to user.

2.6.4.3.6. The number of shipments being generated will be held to an absolute minimum. This will reduce the element of risk of weapon losses. The AFMC Transportation Policy Division (AFMC/LGL) must approve all shipments exceeding 1,000 pounds prior to shipping. No deliberate action to reduce shipments below the 1,000 pound level will be taken to avoid the request for approval. The LGL, Transportation Assistant will prepare a letter or message requesting approval which will include consignor and consignee, transportation priority, required delivery date (RDD), if applicable, condition, proposed routing, total number of proposed pieces and estimated weight of each piece, and a statement of justification for the shipment.

2.6.4.3.7. Upon receipt of a shipping date/time from 355 TRNS, LGLP will coordinate with the 355 SFS/SFOL, Security Forces Desk Sergeant, advising of route to be traveled, destination, estimated time of arrival and actual arrival. Escorts will be supplied if 355SFS/SFO decides the type or movement of weapons and local theft threat warrant armed protection.

2.6.5. Demilitarization. Items to be demilitarized will be processed IAW DoD 4160-21-1-M, *Defense Demilitarization Manual*, and AMARCI 23-101, *Demilitarization*.

3. Munitions And Explosives:

3.1. Responsibilities:

3.1.1. LASG will comply with AMARCI 21-119, AMARCR 127-1, *The AMARC Mishap Program* and AFMAN 91-201, *Explosives Safety Standards* when processing munitions. Any munitions and explosives not turned in to LGLP by the end of day will be secured in building 7440.

3.1.2. LGLP will:

3.1.2.1. While inspecting or storing munitions and explosives, ensure buildings 7200 and 7403 are maintained IAW AFI 31-209 and LGOI 125-3, *Controlled Areas*.

3.1.2.2. Prepare local operating instructions (OI) IAW AFMAN 91-201.

3.1.2.3. Ensure personnel assigned to explosives item handling and transporting are trained and briefed relative to hazards and safe operations IAW AFMAN 91-201.

3.1.2.4. Inspect munitions and explosives in building 7200.

3.1.2.5. Store munitions and explosives in building 7403 IAW AFMAN 91-201.

3.1.3. LGLP will:

3.1.3.1. While packing and marking munitions and explosives, ensure buildings 7200 and 7403 are maintained IAW AFI 31-209 and LGOI 125-3.

3.1.3.2. Upon receipt of DD Form 1348-1, package or repack items and apply markings at specified locations IAW applicable shipping manuals and regulations.

3.1.3.2.1. Explosives packing or repacking will be done only in building 7200.

3.1.3.2.2. Package and mark explosives using packaging data references and instructions prescribed by the LGL, Packaging Specialist (LGL/PS). When references or instructions are not available, LGL/PS will supply the guidance and instructions necessary to ensure proper processing.

3.1.3.2.3. Process munitions and explosives shipments IAW paragraph 2.2.2.3 above.

4. When low risk aircraft weapons arrive at LGLP, the supervisor or designated representative will notify the law enforcement desk, ext 3200, that the building checks should be performed on Building 7401A during non-duty hours. When low risk aircraft weapons depart LGLP, the supervisor, or designated representative will notify the law enforcement desk that the building checks on Building 7401A can be terminated.

4.1. LGLP will prepare Air Force shipments IAW AFMAN 23-110, Volume II, Part Two, Chapter 15, *Shipments*. Other service munitions and explosives will be processed IAW the Interservice Support Agreement.

4.2. Procedures:

4.2.1. Anti-Robbery Procedures will be handled IAW paragraph 2.1.1.

4.2.2. Turn-ins will be made IAW AMARCI 21-119.

5. Issues will be processed IAW AFMAN 23-110, Volume II and AMARCI 21-100, *The Processing of AMARCs Accountable Assets*.

5.1. Items to be demilitarized will be processed IAW AMARCI 23-101. Inventory will be conducted by the Systems Management Branch (LGSP), Inventory with the count being done by LGLP. Guidance for munitions inventories are outlined in AFI 21-202, *Combat Ammunition System Procedures*.

LAIRD VAN GORDER
Chief, Computer Support Branch

Attachment 1

AF FORM 439, ROBBERY CHECKLIST

ROBBERY CHECKLIST <i>(Use chart on reverse for description of subject)</i>				
1. TYPE OF INCIDENT AND WHEN IT HAPPENED				
2. NAME OF FACILITY		3. LOCATION		4. ADDRESS
5. FLOOR	6. ROOM NO.	7. PORTION OR AREAS OF BUILDING	8. DIRECTION (N-S-E-W)	9. NEAREST WELL KNOWN LANDMARK
10. ARE PERPETRATORS ARMED? <input type="checkbox"/> YES <input type="checkbox"/> NO		11. NUMBER AND TYPES OF FIREARMS		12. NUMBER AND TYPES OF OTHER WEAPONS
13. HAS ANYONE BEEN INJURED? <input type="checkbox"/> YES <input type="checkbox"/> NO		14. NUMBER AND TYPE OF INJURY		
15. OTHER INFORMATION SUCH AS SEX, SPEECH, MUSTACHE, COMPLEXION, ETC.				
METRIC CONVERSION TABLE				
Ft/in 5' 0" 1.50 5' 2" 1.55 5' 4" 1.60 5' 6" 1.65 5' 8" 1.70 5' 10" 1.75	M/cm 5' 0" 1.50 5' 2" 1.55 5' 4" 1.60 5' 6" 1.65 5' 8" 1.70 5' 10" 1.75	Ft/in 5' 0" 1.50 5' 2" 1.55 5' 4" 1.60 5' 6" 1.65 5' 8" 1.70 5' 10" 1.75	M/cm 5' 0" 1.50 5' 2" 1.55 5' 4" 1.60 5' 6" 1.65 5' 8" 1.70 5' 10" 1.75	Lbs. Kg. 100 45.5 110 50.0 120 54.5 130 59.0 140 63.5 150 68.0 160 72.5 170 77.0
Lbs. Kg. 180 81.5 190 86.0 200 90.5 210 95.0 220 99.5 230 104.0 240 108.5 250 113.0				

FILL IN ALL THE BLANKS

GIVE TO THE FIRST SECURITY POLICEMAN ON THE SCENE

HAIR (Color/cut)

EYES (Color/glasses)

EARS

NOSE

MOUTH

JEWELRY

AGE

WEIGHT

HEIGHT

SEX

HAT (Color/type)

TIE/SCARF

COAT/JACKET

SHIRT/BLOUSE

TROUSERS/SKIRT

SOCKS

SHOES

SCARS/MARKS

WEAPON TYPE

RACE (Ethnic origin)

AUTO LICENSE, MAKE, COLOR, ETC.	DIRECTION OF ESCAPE	NUMBER OF SUSPECTS
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CALL: _____

BE ALERT, BE OBSERVANT - Features and physical characteristics you can remember about suspicious persons or assailants will greatly help the Security Police in their apprehension.